



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, APRIL 21, 2026, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641278 173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:05 APPROVAL OF APRIL 21ST AGENDA (Page 1)
- 7:07 APPROVAL OF MARCH 17TH MINUTES (Page 2)
- 7:10 OPEN TO THE PUBLIC
- 7:15 FEBRUARY 2026 FINANCIAL REPORT (Page 5)
- 7:25 EXECUTIVE DIRECTORS REPORT (Page 9)
- 7:35 PROGRAM HIGHLIGHT – EMERGENCY MANAGEMENT
Maggie O’Brien, Regional Planner
- 7:55 REGIONAL PLAN REPORT (Page 11)
- 8:05 REGIONAL COMMITTEE REPORT
- 8:15 EXECUTIVE/FINANCE COMMITTEE REPORT
- 8:20 COMMISSIONER ROUNDTABLE
- 8:35 ADJOURN

Questions? Need special accommodation?
Contact: Devon Neary, devon@rutlandrpc.org, or (802) 775-0871.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, MARCH 17, 2026, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-8024401368, ID: 641278173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	V
Brandon	Jack Schneider	X
Castleton	Liz Mackay	X
Chittenden	Abigail Bradish	V
Clarendon	Brownson Spencer	
Danby	Andrea Stoddard	V
Fair Haven	Jason Coupal	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	V
Killington	Will Austin	
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet	Linda Lynton	
Pittsford	Ann Reed	X
Poultney	Paul Donaldson	
Proctor	Richard Horner	X

TOWN	NAME	
Rutland City	David Allaire	X
Rutland Town	James Marsh	
Shrewsbury	Laura Black	X
Sudbury	Barbara Somson	V
Tinmouth	Judy Gilmore	V
Wallingford	Erika Berner	
Wells	Francis Gilman	X
West Haven	Kerry Ellis	
West Rutland	Leona Minard	
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Sarah Pelkey	
Ex-Officio- CEDRR		
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Staff: Devon Neary, Mary Kay Skaza, Karen Hill, Steffanie Bourque, Ethan Pepin, Sean Beatty, Maggie O'Brien, Nic Stark (V)

Guests: Jaime Lee, Brad Turner, Richard Combs, Devin Parsons, Joel Blumenthal, Travis Romano, Ed Bove, Annette Smith, Patrick Keller, Mary Ashcroft, Bill Gaiotti, Mary Ann Goulette, and Fred (NA).



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. PUBLIC HEARING

Chair Black opened the public hearing at 7:05PM for the 2026 Rutland Regional Plan.

The first public hearing for the draft 2026 Rutland Regional Plan presentation outlined the multi-year planning and engagement process, the structure and statutory basis of the plan, and key elements such as the future land use map, Act 181 framework, and Tier 1B eligibility. Staff emphasized that the plan is intended as a flexible, locally driven guide to support coordinated community and economic development, with a strong focus on balancing growth, housing, infrastructure, environmental protection, and resilience.

Much of the discussion during the public comment period centered on confusion and concern about the implications of the new land use map and Act 181 tiers—particularly around property rights, Act 250 jurisdiction, and the limited geographic extent of Tier 1B areas. RRPC representatives repeatedly clarified that the regional land use designations do not restrict a landowner's ability to use or develop their property and that local zoning remains the primary regulatory authority. Participants also raised broader concerns about state policy, mapping methodology, and public engagement, highlighting a need for continued communication and clarification as the plan moves toward adoption.

The public hearing closed at 8:41 PM.

2. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order by Chair Black at 8:47 pm.

3. APPROVAL OF MARCH 17th AGENDA

Motion to approve the March 17th agenda Reed. Second by Allaire. Approved by voice vote.

4. APPROVAL OF FEBRUARY 17th MINUTES

Motion to approve February 17th minutes by Reed. Second by Allaire. Approved by voice vote.

5. OPEN TO THE PUBLIC

No comments from guests.

6. EXECUTIVE FINANCE COMMITTEE REPORT



RUTLAND REGIONAL PLANNING COMMISSION

Chair Black reported that the Committee had met on March 9th to review the Financial and Executive Director's reports, discussed Neary's nomination to serve on The National Association of Development Organizations (NADO) board, the regional plan update and reviewed the agenda for the Board of Commissioners meeting on March 17th.

7. COMMISSIONER ROUNDTABLE

Horner mentioned that Proctor was working on their town subdivision bylaws to meet deadlines.

8. ADJOURN

Motion to adjourn by Allaire. Second by Schneider. Meeting adjourned at 8:52 PM.

A recording of this meeting can be found at:
www.rutlandrpc.org/board-and-committees-meeting-materials/.

Respectively submitted by Karen Hill

Rutland Regional Planning Commission
Budget vs. Actuals: FY26 P&L
February 2026

	February 2026 Actual	July 2025- February 2026 Actual	Annual Budget	% of Budget
Income				
402 Local Income		60,068.00	60,068.00	100.00%
403 State Income		510,779.85	716,884.00	71.25%
403.5 VT Dept. of Environmental Cons.		470,302.71	675,432.00	69.63%
404 Vt. Department of Public Safety		32,219.58	43,594.00	73.91%
404B VT Dept. of Buildings and Gen. Services	3,068.82	26,794.80	50,000.00	53.59%
405 VTrans	15,280.31	164,509.07	275,180.00	59.78%
408 Environmental Protection Agency	4,637.47	78,784.04	142,856.00	55.15%
417 U.S. Dept. of Labor	19,572.18	117,675.02	549,097.00	21.43%
419 Local Planning Assistance	21,105.84	106,268.06	199,476.00	53.27%
420 Special Projects	173.81	61,601.03	160,951.00	38.27%
421 Miscellaneous Income	2.40	809.30	0.00	
430 Interest Income	246.47	3,029.46	3,500.00	86.56%
490 Local Match.	1,595.34	54,673.80	0.00	
Total Income	\$ 65,682.64	\$ 1,687,514.72	\$ 2,877,038.00	58.65%
Gross Profit	\$ 65,682.64	\$ 1,687,514.72	\$ 2,877,038.00	58.65%
Expenses				
500 Salary	61,150.18	592,422.56	911,457.00	65.00%
Total 501 Fringe	\$ 16,288.30	\$ 198,907.35	\$ 359,582.00	55.32%
522 Contracted Services	10,284.64	528,447.70	1,218,390.00	43.37%
523 Audit/Accounting		16,540.00	27,750.00	59.60%
524.2 Conferences & Trainings-All Exp.		4,032.53	28,555.00	14.12%
524.3 Trav/Reg/Mileage (Reg Bus)		6,412.40	15,616.00	41.06%
525 Meeting Expense	395.92	4,992.27	13,925.00	35.85%
530 Postage/Shipping	33.40	1,127.06	2,125.00	53.04%
531 Printing/Copying/Ads	517.96	4,261.41	14,978.00	28.45%
535 Marketing and Sponsorship	66.86	3,356.37	5,800.00	57.87%
537 Town and Organizational Support	784.06	2,132.45	2,000.00	106.62%
540 Supplies	238.41	3,377.20	11,030.00	30.62%
541 Service Contracts	1,086.50	12,816.50	19,800.00	64.73%
545 Subscriptions-Publicat-Software	1,320.75	21,761.82	34,060.00	63.89%
546 Legal Fees		1,975.00	7,500.00	26.33%
547 Memberships	502.00	7,637.00	13,008.00	58.71%
550 Rent & Office Improvements	4,455.00	46,195.33	61,300.00	75.36%
550.1 Office Cleaning	1,200.00	3,400.00	5,200.00	65.38%
551 Telephone/Communication Serv.	889.01	7,096.85	10,800.00	65.71%

552 Electricity	490.54	3,272.04	6,000.00	54.53%
553A Grant Disbursements		58,142.71	66,241.00	87.77%
Total 560 Insurance	\$ 0.00	\$ 9,496.85	\$ 11,500.00	82.58%
565 Equipment Purchase		11,833.72	13,505.00	87.62%
580.1 Local Match	1,595.34	54,673.80	0.00	
591 Bank Charges	25.00	89.00	0.00	
Total Expenses	\$ 101,323.87	\$ 1,604,399.92	\$ 2,860,122.00	56.10%
Net Operating Income	-\$ 35,641.23	\$ 83,114.80	\$ 16,916.00	
Net Income	-\$ 35,641.23	\$ 83,114.80	\$ 16,916.00	

Sunday, Apr 12, 2026 10:08:40 PM GMT-7 - Accrual Basis

Rutland Regional Planning Commission

Balance Sheet

As of February 28, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	326,769.96
101-1 Key Bank Checking	340,535.40
101-1.1 Key Bank Checking - CWSP - F	14,751.43
101-2 Bank of Bennington	29,970.00
101-3 Credit Union of Vermont	9,951.01
101-3.5 Credit Union of VT Savings	126.35
104 Savings - HFCU	89.88
Total Bank Accounts	\$ 722,194.03
Accounts Receivable	
120 Accounts Receivable	408,897.15
121 Due from CWSP to Operating	7,733.19
Total Accounts Receivable	\$ 416,630.34
Other Current Assets	
130 Prepaid Insurance	3,526.00
Total Other Current Assets	\$ 3,526.00
Total Current Assets	\$ 1,142,350.37
Fixed Assets	
150 Maps & Equipment	20,954.71
151 Accum. Depr. Maps & Equip.	-25,243.16
160 Leasehold Improvements	30,004.94
161 Accum. Depr. - Lease Imp.	-769.00
163 Website Development	9,965.00
Total Fixed Assets	\$ 34,912.49
Other Assets	
140 Prepaid Expenses	176.84
142 Deferred Pension Outflow	171,161.77
170 Right-of-Use Asset	460,368.00
175 ROU - Accumulated Amortization	-46,037.00
Total Other Assets	\$ 585,669.61
TOTAL ASSETS	\$ 1,762,932.47
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	4,402.22
201 Due to Operating from CWSP	7,733.19

Total Accounts Payable	\$ 12,135.41
Other Current Liabilities	
219 Deferred Grant Income	252,487.10
222 Retirement DB	7,727.94
225 Net Pension Liability	458,718.00
230 Acc. Annual Leave	26,762.39
240 Accrued Comp Leave	8,540.73
245 Current Portion of Lease Liability	40,906.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 805,142.16
Total Current Liabilities	\$ 817,277.57
Long-Term Liabilities	
250 Lease Liability	379,844.00
Total Long-Term Liabilities	\$ 379,844.00
Total Liabilities	\$ 1,197,121.57
Equity	
3900 Fund Balance	392,554.67
392 Res. Fd. Bl. - Creek Path	90,141.43
Net Income	83,114.80
Total Equity	\$ 565,810.90
TOTAL LIABILITIES AND EQUITY	\$ 1,762,932.47

Sunday, Apr 12, 2026 09:57:07 PM GMT-7 - Accrual Basis



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, APRIL 21, 2026

1. Staffing Update

The RRPC is excited to announce that all three open planning positions have now been filled. Will Austin, formerly Assistant Planner in Killington, has joined the RRPC as Land Use Planner. He began on April 6 and is already supporting municipal planning and zoning, as well as transportation and water quality initiatives. Fredi Hayes, formerly Town Administrator in Highgate, joined the RRPC as Workforce and Economic Development Planner on April 13 and is currently onboarding into the WORC6 Workforce in Motion Academy. Lastly, the RRPC has hired a new Natural Resources Planner that will start in mid-May. We are excited to welcome these new team members and look forward to the expertise and energy they will bring to the Region.

2. Planning Director Announcement

The RRPC is pleased to announce the promotion of Steffanie Bourque to Planning Director. In this new senior leadership role, Steffanie will support program coordination, project delivery, and staff development across the organization, helping to strengthen internal systems and advance key initiatives. This transition will also allow Devon to spend more time working directly with municipal leadership, advancing strategic initiatives, coordinating regional and statewide partnerships, and continuing to expand his role as VAPDA Chair.

3. Municipal Training Series – Essentials of Planning & Land Use

The RRPC invites municipalities to participate in the Essentials of Planning & Land Use Municipal Training Series, a three-part training opportunity for municipal officials hosted by the Rutland, Mount Ascutney, and Two Rivers-Ottawquechee Regional Planning Commissions. These sessions provide practical, high-level guidance on municipal planning, plan implementation, and land use regulations. Each session begins at 6:00 PM, with both in-person and virtual attendance options available for participants in the Rutland Region. Trainings will be held on April 16 (Municipal Planning), May 21 (Plan Implementation), and June 18 (Land Use Regulations).

4. Flood Safety Act Webinar

The RRPC is partnering with regional and state partners to host a Flood Safety Act Webinar: Statewide and Local Efforts to Address Flooding in Rutland County and the Otter Creek Watershed on April 29 at 6:00 PM. The RRPC will also offer an in-person attendance option. This webinar will provide an overview of the work and goals of local organizations, the 2024 Flood Safety Act and its watershed-wide approach to flood resilience, and Vermont's new statewide river corridor protections. Participants can register at:

https://us06web.zoom.us/meeting/register/le4E0U_USfWz7-7HQ-2jdA



RUTLAND REGIONAL PLANNING COMMISSION

5. National Association of Development Organizations (NADO) Board Appointment

Devon has been nominated to and accepted a position on the National Association of Development Organizations (NADO) Board of Directors, where he will join three other Vermont RPC Directors. NADO represents over 500 regional development organizations nationwide and advocates for federal policies and programs that support community and economic development. In this role, Devon will help guide national policy priorities and represent the interests of Vermont and rural regions.

6. Act 250 / Act 181 – Road Construction Jurisdiction Guidance

Beginning July 1, 2026, the construction of roads and associated driveways may trigger Act 250 jurisdiction, with certain statutory exemptions for municipal, state, utility, farm, and forestry roads. Under Act 181, the Land Use Review Board (LURB) is developing guidance to clarify implementation, including exemptions, definitions of pre-existing roads, and distinctions between roads and driveways. A draft guidance document is currently available, and LURB is accepting public comment through April 30, 2026, via mail or email at Act250.Comments@vermont.gov. A finalized draft is anticipated in early May.

7. Act 181 / S.325 Legislative Updates

S.325 is proposed legislation that amends Act 181 to provide technical clarification, improve implementation, and offer greater transitional certainty without changing the core policy direction. The bill extends key Act 250 exemptions for housing development, including priority housing projects, and delays implementation timelines for the road rule, Tier 3 areas, and Criterion 8 to allow additional time for rulemaking and municipal readiness. It also expands eligibility for priority housing in growth areas, advances Tier 3 rulemaking authority, and streamlines regional plan amendment and Tier 1B processes. Overall, S.325 is intended to refine and support the effective rollout of Act 181 while providing additional time and clarity for communities and the State. The bill as passed by the Senate is available at:

<https://legislature.vermont.gov/Documents/2026/Docs/BILLS/S-0325/S-0325%20As%20Passed%20by%20the%20Senate%20Unofficial.pdf>

8. Regional Emergency Preparedness and Resilience Initiative

Maggie O'Brien, Emergency Management Planner, in collaboration with Eric Pulver from the Vermont Department of Health, has applied to the Land Access and Opportunity Board (LAOB) Community Resilience Hub Grants to support the Rutland Regional Emergency Management Committee and Rutland Regional Disaster Cooperative (REMC/COAD) Regional Support Network. The initiative builds on existing emergency management structures and the Region's "neighbors helping neighbors" approach by identifying municipal needs, connecting them with capable partner organizations, and developing a coordinated support network. Funding would support a regional needs assessment, identification of sector-based partners, development of coordinated response linkages, and continued municipal engagement in building local resilience.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, FEBRUARY 21, 2026

FINAL PUBLIC HEARING & ADOPTION OVERVIEW

The Rutland Regional Planning Commission (RRPC) is entering the final stage of the adoption process for the 2026 Rutland Regional Plan. The final public hearing is scheduled for May 19, 2026, following the first public hearing held on March 17, 2026. Since that initial hearing, the RRPC has made targeted updates to the Regional Future Land Use Map based on municipal feedback and continued coordination with state partners. No other substantive changes have been made to the proposed 2026 Rutland Regional Plan.

As part of the public process, official warnings for the final hearing were distributed on April 14, 2026. These notifications included town-specific memoranda detailing changes to the Regional Future Land Use Map to ensure municipalities clearly understood how updates may affect local planning priorities and future development opportunities. This approach reflects the RRPC's commitment to transparency, regional coordination, and locally informed decision-making.

To support accessibility and public engagement, the RRPC has updated its regional plan webpage (rutlandrpc.org/plan2026) with comprehensive materials related to the final hearing. These resources include the final draft Regional Plan, final draft Future Land Use Map, a regional plan report demonstrating compliance with state requirements, and a detailed description of map changes. In addition, the webpage features interactive tools that allow users to compare the final hearing draft map with both the first public hearing draft and the earlier preapplication draft. An Act 181 Frequently Asked Questions (FAQ) document has also been developed to help stakeholders better understand recent statutory changes and their implications for regional and municipal planning.

The May 19, 2026 meeting represents a critical milestone, as the RRPC Board of Commissioners will be asked to formally adopt the 2026 Rutland Regional Plan. Adoption requires a quorum and an affirmative vote of at least 60 percent of commissioners. Given the importance of this vote, all commissioners are strongly encouraged to attend to ensure both quorum and successful adoption.

We extend our sincere appreciation to the RRPC Board of Commissioners for their dedication, hard work, and continued support throughout this process. Their leadership and engagement were instrumental in helping to develop, guide, and inform the 2026 Rutland Regional Plan, and their commitment will ensure its successful adoption and implementation as a critical framework for the Region's future.